

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAAG-SP

10 January 2011

MEMORANDUM FOR Members of the Active or Retired California National Guard or Active Members of the California State Military Reserve

SUBJECT: State Active Duty **Open** Vacancy Announcement 2011-04 – Expires 8 April 2011

1. The Military Department is accepting applications for the Term State Active Duty position indicated below. This vacancy announcement expires **8 April 2011** unless sooner rescinded; Order of merit List expires **8 July 2011**; interested applicants should file their application at the earliest possible date. ***Soldiers/Airmen selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-5.*** Continuation and subsequent extensions of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

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|--------------------------------------|---|
| a. TITLE AND PAY GRADE: | Support NCO (SAD E-5) |
| b. EMPLOYMENT LOCATION: | Oakland Military Institute, Oakland, CA |
| c. PROJECTED EMPLOYMENT DATE: | Open Announcement |
| d. SELECTING SUPERVISOR: | Director, Youth Programs |

Due to the current hiring freeze, this announcement will be used only to develop an Order of Merit List (OML) for consideration upon the lifting of the freeze if prior to OML's expiration date. This announcement is also subject to the availability of funds and continuation of the program.

3. The basic qualification requirements are:

- a. **Military:** Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-4 through E-6 may apply.
- b. **Education/Experience:** Completion of military educational and civilian requirements commensurate with the grade of the applicant. High School graduate or equivalent. ***Attach documentation to support this requirement.***
- c. **Military Assignments:** Assignments appropriate to the grade of the applicant.
- d. Must be able to pass both State and Federal background checks. Continuation of employment is contingent upon maintaining favorable State and Federal background checks.

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e. Communication Skills: Ability to effectively communicate orally and in writing. Applicants may be asked to produce a short, handwritten report during the interview process.

f. Applicants must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

g. Applicants must have a military affiliation per Para 4-2a of CA ARNG 600-1/ANGI 36-2601. **Retired members must submit a copy of their retirement orders, DD Form 214 or NGB Form 22. All others must submit written verification from their unit verifying their military status.**

h. Applicants must possess a valid state driver's license. **Submit a copy of your current driver's license and Department of Motor Vehicles printout.**

i. Appropriate military uniforms are required (with federally or CSMR recognized rank) and grooming standards will be maintained in accordance with military regulation.

j. **The Oakland Military Institute is a smoke-free environment; smoking is not authorized on duty or on the Institute premises.**

4. Desirable qualifications include:

a. Ability to effectively communicate orally and in writing. Applicants may be asked to produce a short, handwritten report during the interview process.

b. Experience working with youth.

c. Qualified to administer First Aid and CPR.

d. Possess Information Technology skills in Windows Operating System and Microsoft Office Suite.

e. Training or education in human relations, equal opportunity or human awareness.

5. Principal duty functions:

The Support NCO performs the following duties:

a. Provides logistical and supply support by collection and distribution of cadet uniforms and requisitions, and inventories supplies.

b. Directly supervises, mentors and trains Support Specialists.

c. Maintains records of cadet merits/demerits, prepares correspondence, discusses cadet disciplinary issues with parents/guardians, and schedules parent/guardian appointments.

d. Performs classroom instruction in Military Science and Physical Education in the absence of the TAC NCO.

e. Possesses a strong understanding and ability to instruct Drill and Ceremonies as outlined in FM 22-5, Military History, Leadership, Physical Education, and Team Development.

f. Assists the TAC team with the administration of field trip documentation.

g. Maintains cadet service records and unit files, prepares strength reports and publishes orders.

h. Responsible for the good order and discipline of cadets while in the classroom environment.

i. Supervises and serves as a mentor for 120 cadets per company with the assistance of the TAC NCO.

j. Performs other duties as assigned.

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6. Service Members selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad/asp.aspx> or by contacting MSG Dorothy Love at (916) 854-3816 or DSN 466-3816. **Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on Friday, 8 April 2011. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders who may submit their applications, along with all required documentation, via e-mail to dorothy.love@us.army.mil. Submit T10 orders with e-mailed documents.**

FOR THE ADJUTANT GENERAL:

Mirtha Younger (10 Jan 11)

MIRTHA YOUNGER

Major, USAR Retired

Deputy Director, State Personnel Programs

The following is a checklist to assist with the submission of a complete and accurate application.

Have you completed and signed the application form?	
Have you attached certification of your highest level of civilian education?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached a copy of your valid California driver's license and DMV printout?	
Have you, as a Retiree , attached a copy of your retirement orders, DD 214, or NGB 22?	
Have you, as a SMR , attached a copy of your orders or other validating documentations?	